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SECURITY INFORMATION

SUB-COMMITTEE REPORT  
SECURITY OFFICE CAREER SERVICE BOARD  
September 1953

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1. Discussions were held with the administrative offices in FE and EE regarding concurrence on promotions of SO personnel assigned to these areas. It was agreed that all future recommendations on actions for promotion of SO personnel will be sent to the Security Office for concurrence prior to action by the Personnel Office.
  2. It has come to our attention that Agent J. R. assigned to FE has been recommended for promotion by his supervisors. Since he does not qualify from the standpoint of length of service required for GS-12 in accordance with SO promotion policy, it is the Sub-Committee's recommendation that action on this promotion be postponed until May 1954.
  3. Two clerical employees of SO whose career designation was inadvertently omitted from their appointment action were given the SE career designation of our office.
  4. Two charts, together with recommendations, are attached to this report relative to personnel planning in assignments and promotions in view of available slots and current grades of the total SO personnel, including those on assignment in other areas. (Attachment "A")
  5. Current training activities of SO personnel are shown on Attachment "B".
  6. Seven Personnel Evaluation Reports, 2 annual, 4 resignation and 1 transfer, were reviewed and found to be in order.

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SO Career Service Board and a decision reached whether to: (1) Continue the assignment for another two years, (2) Rotate on the same basis as if a foreign assignment, or (3) Allow the employee to request a Career Designation of the office to which he is assigned and continue in the position but not as a Security Office Career Employee. This review by the Career Service Board should be made 90 days prior to the end of the two year tour of duty.

In the regular rotation of Security Office Career Personnel from assignments outside of SO the current status of the Authorized T/O and self-imposed ceiling should be taken into consideration in the selection of replacements. Replacements at a GS-15 or 14 level should be taken from SO personnel in corresponding grades, since no vacancies exist in these grades. In selecting replacements for GS-13 and below the number of vacant slots in these grades should be considered. An effort should be made to keep approximately 5 GS-13 slots vacant to take care of the 8 GS-13's who are on assignment and might possibly return to SO with no replacement requested. Ten slots should be kept vacant for the 17 GS-12's on assignment, 5 for the 10 GS-11's, and 5 for the 8 GS-9's.

Table 2, below, shows Security Office Slots (GS-9 thru 15) with the grades of the employees occupying the slot.

TABLE 2

SECURITY OFFICE PERSONNEL BY GRADE AND SLOT  
1 SEPTEMBER 1953

Grades	
15	
14	
13	
12	
11	
10	
9	
8	
7	
Vacant Slots	
TOTAL	

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Note: There are no GS-10 slots on the SO T/O.

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SUMMARY:

In planning for replacements for Security Office Career Personnel on assignment to other Agency Components, (1) consideration should be given to establishing a rotation policy for employees on domestic assignments, (2) a cushion of vacant slots at grades GS-13 and below should be maintained, and (3) replacements for GS-15 and 14 personnel should be made from someone in the corresponding grade.

Attached are two lists of Security Office Career Employees, List A shows SO Personnel on foreign assignment with grade and rotation date, List B, shows SO Personnel on domestic assignment with grade and date of assignment.

Administration & Training Staff, SO  
3 September 1953

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